KENTUCKY
VIRTUAL ACADEMY
CLOVERPORT INDEPENDENT
SCHOOL DISTRICT
POWERED BY K12

Parent / Student Handbook

2026-2027 School Year

School's Right to Amend: Policies and procedures listed in this handbook may be changed without prior notice at the discretion of Kentucky Virtual Academy. Any alterations to this document will be communicated to affected parties by email.

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DIRECTORY OF SUPPORT

I need help with…	Contact
General Customer Support	1-866-968-7512
Hardware, Software, Learning Systems – Canvas, Engageli	1-866-968-7512, select option #1
Materials, Navigation/Login, Usernames/passwords	1-866-968-7512, select option #2
Canvas	270-216-3229
	https://www.help.k12.com/s/
Setting up a student account	https://www.help.k12.com/s/article/Setting-Up-Your-Accounts
Technical difficulties	Customer Support 866.512.2273
Materials (missing, damaged)	https://www.help.k12.com/s/submit-a-case
Need return labels	https://www.help.k12.com/s/article/UPS-Return-Shipping-Labels
Materials shipment status	https://www.help.k12.com/s/article/Track-Shipping-Status-Materials-Computer-Equipment
Transcripts	kyvarecords@kentuckyvirtual.org
KYVA Registrar Enrollment information	kyvaoffice@kentuckyvirtual.org
Attendance Reports and Inquiries	Kyvaattendance@kentuckyvirtual.org
Withdrawing From KYVA	kyvawithdrawal@kentuckyvirtual.org
Career Technical Education Questions	saking@kentuckyvirtual.org
Special Programs Information – Special Education, English Language Learners, 504, Mckinney Vento, Talented and Gifted	cmiller@kentuckyvirtual.org
Learning Coach Support	sjohnson@kentuckyvirtual.org
K-5 Principal	sjohnson@kentuckyvirtual.org
6-12 Principal	bfeagan@kentuckyvirtual.org
6-12 Assistant Principal	llittle@kentuckyvirtual.org

WELCOME TO OUR SCHOOL

August 2026

Dear Students, Parents/Legal Guardians and Learning Coaches:

On behalf of the entire Kentucky Virtual Academy team, we welcome you!

As a K[12] school, we believe in the mission that we are transforming learning for every student we serve. Our goal at KYVA is to put students first and support our students as they grow academically, socially, and emotionally by setting high expectations coupled with positive productive relationships between home and school.

Students at our school are provided with a high-quality education as our teachers and faculty prepare them to be successful today, tomorrow, and always! Our unique learning model and research-based curriculum blends innovative instructional technology with rigorous teaching practices that prepare students to meet their education, college, and career goals.

The Parent-Student Handbook is a comprehensive guide to Kentucky Virtual Academy's policies and procedures. The handbook will review the expectations and responsibilities of both the student and learning coach to ensure a successful school year. Please review it in its entirety as it will serve as a resource for you throughout the year.

Have a great school year!

Sincerely,

Sallie Johnson – K-5 Principal
Brandy Feagan – 6 -12 Principal

SCHOOL CALENDAR

Kentucky Virtual Academy

2026-2027 School Calendar

August 2026

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

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October 2026

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November 2026

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29	30					

December 2026

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27	28	29	30	31		

January 2027

Su	M	Tu	W	Th	F	Sa
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31						

February 2027

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28						

March 2027

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April 2027

Su	M	Tu	W	Th	F	Sa
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May 2027

Su	M	Tu	W	Th	F	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Aug 17	Staff First Day
Aug 17-21	Staff PD
Aug 24	Students First Day
Sept 7	Labor Day-Staff & Students Off
Sept 11	Staff PD-Students Off
Oct 5-9	Fall Break-Staff & Students Off
Nov 25-27	Thanksgiving Break-Staff & Students Off
Dec 21-Jan 1	Winter Break-Staff & Students Off
Jan 4	Staff PD-Students Off

Jan 5	Students First Day
Jan 18	Martin Luther King Jr. Day–Staff & Students Off
Mar 26	Staff PD-Students Off
Apr 5-9	Spring Break-Staff & Students Off
May 3-20	KSA Testing Window
May 20	Students Last Day
May 24-25	Staff PD
May 25	Staff Last Day

1st 9 weeks	Aug. 24-Oct. 23
2nd 9 weeks	Oct. 26-Dec.18

3rd 9 weeks	Jan 5 - Mar 10
4th 9 weeks	Mar 11 - May 20

KYVA SCHOOL REQUIREMENTS and PROCEDURES

KYVA Is not a homeschool program but a Public Online School that follows state education rules. To enroll, you must be able to prove you live in Kentucky and be a full-time resident. If KYVA finds out you do not live in Kentucky after enrollment, you will be withdrawn from this school. You'll need to attend a local school or find another program. The below items are required to start and maintain your enrollment.

- Proof of Age
- Proof of Guardianship (includes notarized custody paperwork)
- Proof of Residence
- Immunization Records
- Preventative Health Form
- Report Card/Transcript
- Discipline Records

Welcome – Strong Start

Strong Start is a practice of providing early communication, orientation and onboarding tasks for students and families to foster engagement in the K12 national and school community and receive the foundation needed to be successful in the online school setting. K12 national Strong Start programming offers resources to give students and families a Strong Start from the point they are enrolled through the first four weeks of school. Almost all resources are available year-round to students starting after the first day of school. You will receive an email prior to your first day of school (typically the Monday before school starts). This email will outline your expectations. These expectations will be further outlined in required orientation sessions for new students. New Students will also have access to the Online school materials in a course designed to let them become familiar with the online school. Please reach out to your Homeroom Teacher for any additional assistance. Students and families will be expected to complete orientation requirements including a final orientation checkpoint along with completion of beginning individual assessments.

Prior to school starting, Students, Parents/Legal Guardians, and Learning Coaches should view the learning coach resource site at https://www.k12.com/parent-student-resources/how-online-learning-works.html and https://www.k12.com/parent-student-resources/how-online-learning-works/strong-start.html

K12 Customer Support Team can help you set up by calling 1-866-512-2273.

QUESTIONS, CONCERNS, OR COMPLAINTS

KYVA staff recognizes that life at school does not always run smoothly. As problems arise, school personnel and Parents/Legal Guardians must collaborate to solve them. KYVA staff also realizes that Parents/Legal Guardians and students do not always know what to do or

where to seek out answers and often give up and become frustrated when problems remain unsolved. Please follow these procedures for general information or for assistance in resolving a problem:

Step 1. All concerns and issues should first be directed to the student's Homeroom Teacher via phone, or school email. If your Homeroom Teacher cannot resolve the issue, he/she directs the student or parent to the appropriate contact for assistance.
Step 2. If the concern is not resolved at this level, Parents/Legal Guardians are advised to contact an administrator at the KYVA office at (270) 216-3229.

COMMUNICATION RESPONSIBILITY

Ongoing and consistent communication is required between the student, parent, and teacher(s) for school compliance. School communication includes school email, telephone (leaving voicemail when necessary), school announcements, newsletters, and workshops (in person and online via Class Connect).

Teachers will respond to any school emails/phone messages within 1 business day of receiving the message.

Our Executive Director and other administrators are available for KYVA families to answer questions, offer support, and receive valuable feedback for growing our school into the best virtual program in Kentucky. Please contact us at (270) 216-3229 or via email at office@kentuckyvirtual.org.

STATE and SCHOOL TESTING REQUIREMENTS

As a program of the Cloverport District (CISD) in Kentucky, KYVA is required to meet the requirements for mandatory state testing, including the Brigance Kindergarten Screener, WIDA Screener, the ACT or SAT, the Kentucky Summative Assessment, and any other required assessments. KYVA students (Grades 3-8, 10 and 11) are required to participate in all state-mandated academic assessments. Specific testing days will be shared as soon as available. The locations of tests will be announced closer to each scheduled testing period. Every effort will be made to ensure that families will not need to travel an unreasonable amount of time to testing locations, but all families should be prepared for the possibility of some travel to and from the testing location.

All Kindergarten students who are starting school on August 6th must complete the Brigance Screening during the last week of July. This screening is a required part of enrollment. If your child does not attend the Brigance Screening, they cannot be enrolled at KYVA. If your child is enrolling **after August 24th**, they must have already completed the Brigance Screening at their **local** neighborhood schoo**l** to meet the same enrollment requirement.

Participating in state testing is mandatory. Kentucky does not allow parents or legal guardians to opt-out of the testing process. Failure to attend the in-person testing may impact future enrollment in KYVA.

Resource: https://education.ky.gov/AA/Assessments/Pages/default.aspx

KYVA INSTRUCTIONAL ASSESSMENT PLAN

The KYVA Instructional Assessment Plan is a strategic use of 3rd party curriculum supplements, including periodic Interim Assessments, over the course of a school year to ensure that all students are provided with a growth measure and a systematic exposure to state standards. The data generated will make data-driven instruction possible.
The goal is to provide every student with an individualized learning plan, continuously improve student learning using data, and ensure all students are exposed to and become proficient in state standards. Through the K12 Instructional Assessment Plan these goals can be accomplished.

Participation in the Instructional Assessment Plan, which may be face-to-face at times, is a requirement for continued enrollment with KYVA.

Failure to complete Interim Assessments may result in a student's access to course material being blocked. While access is blocked, absences may be recorded until the Interim Assessment is completed.

CLASS CONNECT SESSIONS

KYVA teachers will host live instructional sessions daily. Student attendance at all live class connect sessions is recommended. Instruction will cover a variety of topics, which may include any of the following:

- Coverage of State Standards,
- Support for daily lessons in the Online Learning System (OLS)/Online Middle High School (OMHS) in Canvas.
- Areas of student need as determined by data,
- State testing preparation, or
- Other instructional topics as deemed necessary.

Attendance during the live sessions is required to ensure students receive the most from their education at KYVA. Families/students must have a working microphone and camera to be used during live sessions. Students are expected to use these tools as this helps to improve the interactive experience, supports teachers in proctoring student learning, and allows for real-time feedback. Please contact customer support at 1-866-512-2273 for any problems using these tools with your computer. Live Sessions are a great opportunity for instructional support and feedback that are indispensable while trying to meet the expectations of our rigorous program.

HOMEROOM MODEL AND STUDENT INDIVIDUALIZED LEARNING

KYVA uses a data-driven instructional model which defines the academic needs and strengths of students based on data. Our teachers will use information on previous standardized tests, quarterly benchmark exams, and online school information to track the student's progress towards meeting goals for the school year. It is a fluid process that evolves throughout the school year. All parties involved with supporting the student can be called on to assist with meeting student goals.

Our teachers will review available data and begin to place their students in a data-driven small group within the first 9 weeks of enrollment. This group placement will be reviewed at least quarterly but could also change more frequently based on the individual student's

needs. The process will start with a "Connection Call" from the school within the first two weeks of attendance and will be followed by periodic data review times at least every 4-6 weeks. During this time, the school may call and/or email the family or may hold conferences depending on the student's.

INDIVIDUAL LEARNING PLAN/GRADUATION PLAN

In compliance with the Kentucky Department of Education, students and Parents/Legal Guardians in grades 6-12 are required to develop an Individual Learning Plan (ILP). The ILP will begin within the first 90 days of a student's 6th grade year and will be reviewed and updated each year until the student graduates from high school. Counselors and teachers will lead ILP development and reviews during conferences, small group sessions, or through classroom guidance. During these sessions, counselors and students will review academic progress, graduation requirements, career interests, educational goals and postsecondary plans. All KYVA high school students must also review and update a Graduation Plan yearly. Both the ILP and the Grad Plan are required for promotion and/or graduation.

FLEXIBLE LEARNING EXPERIENCE/FLEX PLAN

There are situations when students need flexibility to not attend live teaching sessions. To ensure that students will still maintain a high-quality education, the following procedure(s) have been created for approval and maintenance of a flexible learning experience.

Components	Explanation
Identification	• KYVA school administrators will identify students who qualify/meet criteria for the Flex Plan. • Up to 5% of students in grades 6-12 may be considered for the Flex Plan.

Criteria	• Students in grades 6 through 12 may request enrollment in the Flex Plan.
	• Eligible students must demonstrate success with behavior, attendance, and academics in the prior school year.
	• Maintain passing grades with no failing courses.
	• Respond to school outreach/communication within 48 hours.
	• Students receiving IEP, 504, or ELL services must adhere to the following:
	  ○ A meeting must be held with all stakeholders to approve student enrollment in the Flex Plan.
	  ○ Attend all required meetings (ARC meetings, 504 meetings, ELL meetings).
	  ○ Attend all required service/resource sessions to ensure coverage of required service minutes.
	  ○ Attend all required MTSS/intervention service sessions & meetings, if applicable.
	  ○ Attend any required grade-level meetings or assemblies with school administration.
	• Flex Plan students may be required to take unit tests or final exams in the presence of a teacher or other school staff.
	• Flex Plan students must attend all live sessions for MAP testing and must attend all in-person state testing.

	• Maintain attendance guidelines, as determined in the initial Flex plan meeting, including but not limited to the following:
	  ○ Working asynchronously in at least 65% of classes daily
	  ○ Attend weekly check-ins with a designated staff member
	  ○ Students must stay on track with all assignment due dates in all classes.
	• Students who do not meet the above criteria may be required to attend live class connect sessions for additional support or may be removed from the Flex Plan, at the discretion of school administration and placed back into the regular KYVA school schedule.

Core Program Components	The following are core components of the Flex Plan: • Optional live learning sessions. • Flexible scheduling throughout the day/week. • Assigned teacher for support and resources. • Weekly or bi-weekly check-ins for a review of grades and attendance. • Students may request appointments with individual teachers for support. • Clear exit path for students who need to transition out of the Flex Plan: ○ Students who are not successfully meeting the Flex Plan criteria will have a meeting with school administrators to determine appropriate action, which may include removal from the Flex Plan. • Students who do not continue to meet the original enrollment criteria for the Flex Plan may be removed at the end of each grading quarter, at the discretion of school administration. Such students would then be placed into a regular school schedule and would be required to attend all live class sessions.
Training	Teacher/Staff Training: • Teachers and staff will be trained by school administrators at the beginning of the school year to ensure an understanding of eligibility, criteria, and core components of the Flex Plan. Student/Family Training: • Students and their family members/learning coaches will be trained on the Flex Plan during the orientation process, which will be conducted by school counselors, in collaboration with the principal. • Students and families will receive information about the Flex Plan through the Student Handbook, in parent meetings, and through communication from administration via email and monthly newsletters.
Orientation	All students who are approved for Flex Plan enrollment will be required to participate in an orientation meeting.
Operations & Notification	• Students wishing to enroll in the Flex Plan must request an application from their assigned school counselor. • Upon receiving the Flex Plan request, the school counselor will send an application to the student and LC. The application will include information about the criteria and core components of the Flex Plan to ensure stakeholder understanding. • Once the student/LC submits the Flex Plan application, school counselors will review and determine eligibility. • If a student meets the criteria for the Flex Plan and if enrollment availability exists, the counselor will send an email letter to the student and LC and arrange

	an orientation meeting. The orientation meeting may be an individual or small group meeting with other Flex Plan students. • If a student does not meet the criteria for the Flex Plan or if enrollment availability does not exist, the school counselor will inform the student and LC via email. • School counselors will document in PowerSchool all events and communication with students and LCs in regard to the Flex Plan. • In collaboration with Flex Plan teachers, school counselors will monitor students who are enrolled in the Flex Plan, utilizing the Flex Plan Tracker. Any student who is not successfully meeting the Flex Plan criteria or core components will be required to attend a conference with school administration to determine appropriate action, which may include required live class sessions or removal from the program.
Tracking & Communication	• KYVA will document and monitor students who apply for the Flex Plan. • Students and LCs will receive a monthly email from their Flex Plan teacher detailing student progress with grades, attendance, and behavior.

NCAA (National Collegiate Athletic Association)

Courses will be reviewed on a case-by-case basis by the NCAA to determine eligibility. *There is no guarantee that courses taken at KYVA will be approved by the NCAA to play college sports.* It is important that students interested in college athletics reach out to his or her school counselor within two weeks of enrollment at KYVA and make him/her aware of your plans to play college sports. Also, students interested in college athletics should register with the NCAA Eligibility Center during their sophomore year of high school.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Annual Notification of Parents/Legal Guardians Rights and Privacy Act

In accordance with the Family Education Rights and Privacy Act, Parents/Legal Guardians shall have the right to inspect and review all education records relating to their child by making a request to the principal. This right shall be passed on to the student at age 18. In accordance with federal regulations concerning the release or transfer of educational records, it is the policy of KYVA to forward educational records on request to a school in which a student seeks or intends to enroll. Personally identifiable information is not released to another party unless there is written authorization from the parent or eligible student, or there is a “Legitimate Educational Interest” as defined in the policies and procedures for confidentiality. Parents/Legal Guardians may obtain upon request copies of the records transferred and an opportunity for a hearing.

Directory information may be released by KYVA on individual students unless specific instructions not to do so are presented to the principal in writing by the Parents/Legal Guardians of a student each year. Directory information shall include the student’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and attendance, degrees and awards received, and the most recent educational institution attended by the student. Parents/Legal Guardians shall have the right to file a complaint to the Family Educational Rights and Privacy Act concerning any

alleged failure of the program to comply with this act.

Any parent or guardian of a student, or any eligible student, may challenge the content or accuracy of any material or entries in the student's educational records on the grounds that it is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. Requests to amend the records are submitted to the principal.

For students who have been determined eligible for programs for children and youth with disabilities, educational records will be destroyed at the request of the parent when they are no longer needed to provide educational programs and services. Children and youth determined eligible for special education include those children and youth with disabilities who have hearing impairments, vision impairments, emotional and behavior disorders, both deafness and blindness, health impairment, specific learning disabilities, autism, or traumatic brain injuries, and who because of these impairments need specially designed instruction and related services.

KYVA will destroy the educational records of a child or youth without a parent's request after the records have been maintained for a minimum period of three years from graduation/enrollment and/or are no longer needed to provide educational programs and services. Parents/Legal Guardians are advised that data contained in the records may be later needed for Social Security purposes. Such requests should be addressed in writing to the Principal or Executive Director. KYVA retains for an indefinite period a record of the student's name, address, telephone number, grades, attendance record, classes attended, grades completed, and year completed.

For more information you may contact the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) (20 U.S.C. § 1232H)

Requires that the school district notify Parents/Legal Guardian and obtain consent or allow them to opt the child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

- Political affiliations or beliefs of the student or student's parent.
- Mental or psychological problems of the student or student's family.
- Sex behavior or attitudes.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of others with whom respondents have close family relationships.
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent; or
- Income, other than as required by law to determine program eligibility.

More information on PPRA can be found **here**. Please direct any inquiries related to school information surveys, email kyvaoffice@kentuckyvirtual.org

ATTENDANCE

Research indicates a strong relationship between attendance and school success. All students are required by law to attend school every day and to be on time for all classes. Students are required to attend all class connect sessions for daily attendance.

Note: Any work completed on the weekends, holidays, or non-scheduled school days will not be recorded in attendance.

Tardies All students are required by law to attend school every day and to be on time for school and all classes. Tardiness is not just being late for school as traditionally interpreted; it is defined by law as "any amount of instructional time missed." This includes being late to a class period or leaving a class period before the class is dismissed. Failure to attend all scheduled classes each school day will result in accumulated tardies, which may lead to an unexcused absence

Absence 1-6 The first six (6) absences may be excused with a phone call and note from parent/guardian as indicated below.

Absences over 6 May be considered an excused absence as indicated below. Students will be notified after the 6th day absent about the need for doctor's statements for additional absences.

Excused Absences: Up to six (6) absences for the following valid reasons may be excused (anytime during the year) provided they are verified by phone and/or writing (school preference) by the student's parent or guardian within (5) days of the student returning to school. Any absence after six (6) call-ins and/or written notes (school preference) must have verifiable evidence that the absence was for a valid reason for it to be excused. Examples: written doctor or medical personnel excuse in case of sickness, death notice or funeral home card in case of death in the family, or court excuse in cases of mandatory court appearances, or military documentation. Excused absences will only be allowed for the time of the appointment, including transportation to and from the appointment.

1. Death or severe illness in the pupil's immediate family
2. Illness of the pupil
3. Mandated court appearance
4. Religious holidays and practices with prior approval of the principal
5. Documented military leave.
6. One (1) day prior to departure of parent/guardian called to active military duty.
7. One (1) day upon the return of the parent/guardian from active military duty
8. Visitation for up to ten (10) days, with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave.

9. Extenuating circumstances that are approved by the school principal.

MAKE-UP WORK: Make-up work shall be permitted. All make-up work must be completed and submitted to the assigning teacher

Reporting Excused Absences
To submit a planned or unplanned absence as excused for administrative review, please send all information to kyvaattendance@kentuckyvirtual.org. Absences submitted that are not approved will be marked as days truant. Vacations will not be reviewed or considered as an excused absence. We encourage you to review the school calendar to plan accordingly.

Excessively truant students, as defined within the attendance and truancy section of this handbook will be reported to their home district's family court and are at risk of withdrawal per KRS 158.150. Excused or unexcused attendance still affects student success and participation, and it is essential to have your student work on assignments and assessments, as directed by your student's teachers.

TRUANCY

Pupils are required to attend regularly and punctually the school in which they are enrolled.

Any student who has attained the age of six (6) but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) days or more without valid excuse on three (3) days or more, is a truant.

Any student enrolled in a public school who has attained the age of eighteen (18) years but has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) or more days, without valid excuse on three (3) or more days, is a truant. Any student who has been reported as truant two (2) or more times is a habitual truant.

For the purpose of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

Truancy/Excessive Absenteeism Procedures:

The following steps will be followed when addressing student truancy/absenteeism.

Day of Absence	
3	1st Truancy warning letter via email
4	Phone call to Learning Coach
5	2nd Truancy warning letter via email
6	School Level Intervention

7	3rd Truancy warning letter via email.
8	Phone call to Learning Coach
9	Schedule Home Visit
10	4th Truancy warning letter via certified mail.
11	School Level Intervention - School will schedule meetings with LC and student
15	5th Truancy Warning - DPP gives notice of truancy to local county attorney.

*Some exceptions can be made for absences due to medical or religious reasons. These will be considered on a case-by-case basis and must be documented through communication with the attendance office. Although absences may be excused in these cases, students will not be exempt from completing necessary assignments, assessments, or other coursework.

EDUCATION ENHANCEMENT OPPORTUNITIES

Students shall be granted as present for up to ten (10) school days to pursue an educational enhancement opportunity (EHO) determined by the principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts. Unless the principal determines that extenuating circumstances exist, requests for date(s) falling within state or district testing periods shall not be granted. The principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures. Students who are counted present according to the EHO under this section shall have the opportunity to make up schoolwork missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the EHO.

In order to request an EHO, the parent/guardian or learning coach must contact kyvaattendance@kentuckyvirtual.org to obtain an application. Completed applications must then be submitted to the attendance office. Attendance office staff will forward the application to the principal for approval. When a final decision is made, the decision will be communicated via email to the parent/guardian and/or learning coach. It is important to note that EHO's must be approved by the principal at least five days prior to the absence.

Appeals Procedures: Once a student has exceeded the allowed number of absences and been notified of disciplinary action, the student and/or parent may appeal to the Executive Director within three days. A committee will be formed to review, in an informal hearing, if the absences are satisfactorily justified. If the student and/or parent are not satisfied with the results of the hearing, they may request to present their case to the superintendent for a final decision. It is

suggested that the student/parent first meet with the school principal to resolve the attendance issue. Notwithstanding any other provision of this Policy, students whose absence is determined to actually have "skipped" class or classes, with or without permission of their parent(s) or legal guardian, will be dealt with in accordance with the student discipline code.

WITHDRAWING

Families who decide to withdraw from KYVA should submit this request to their student's Homeroom Teacher, and the teacher will email the parent a Parent Withdrawal Form. The legal guardian must provide the following information to the Homeroom Teacher before the withdrawal process begins.

1. The reason they want to withdraw from KYVA
2. Last day of enrollment/attendance with KYVA
3. Name of the school the student is transferring to

The new school should send a records request or proof of enrollment to KYVA to finalize the withdrawal. This can be sent to kyvarecords@kentuckyvirtual.org.

Since students will continue to earn attendance until a withdrawal is finalized, it is crucial that the process outlined above is completed in a timely manner to avoid any issues with attendance or truancy, which could follow their student to their new school.

CRISIS PLAN

Class Session Emergency Guidelines

If a student is in immediate harm or someone in their home is in immediate harm during a live class session, staff will call 911 and clear all the other students from the virtual class environment immediately.

School-Wide Emergency Guidelines

When an emergency occurs that affects the school, Parents/Legal Guardians can obtain important information in the following ways:

- Phone or text from your homeroom teacher
- Automated call from school leadership
- KYVA's website or Facebook page

See Appendix A

Internet/Power Outages

Interruptions may be due to systems outages, weather disruptions, or other major disturbances (i.e., COVID-19).

Ways for you and your student to be prepared for an outage:

- Bookmark commonly used links.
- Download materials.
- Save phone numbers/email addresses of your student's teachers.

See Appendix B

IMMUNIZATION REQUIREMENTS FOR STUDENTS

Kentucky mandates every student must have an immunization certificate to enroll and attend school as described in 902 KAR 2:060.

Below are the immunization requirements for all KYVA students:

- A current Kentucky certificate of immunization must be presented upon initial entry into a KY public school and updated version with Tdap prior to entry into 6th grade
- A current immunization certificate must be on file at the school within two weeks of the child's enrollment. (702 KAR 1:160, formerly 704 KAR 4:020)
- Students must complete all immunizations required by 902 KAR 2:060

For kindergarten entry, all children at least 5 years of age must have:

- Five doses of DTaP or DTP (diphtheria, tetanus, pertussis) or combinations of the two vaccines.
- Four doses of IPV or OPV (polio) or combinations of the two vaccines.
- Three doses of hepatitis B.
- Two doses of MMR (measles, mumps, rubella).
- Two doses of varicella (chickenpox), unless a health-care provider states that the child has had a diagnosis of typical varicella disease or verification of a history of varicella disease by a health-care provider or a diagnosis of herpes zoster disease or verification of history of herpes zoster disease by a health-care provider.

For sixth grade entry, age 11 or 12 years or older, a child shall have received:

- One dose of Tdap (diphtheria, tetanus, pertussis) if it has been at least 2 years since the administration of the last dose of tetanus-containing vaccine.
- Two doses of varicella, unless a health-care provider states that the child has had a diagnosis of typical varicella disease or verification of a history of varicella disease by a health-care provider or a diagnosis or herpes zoster disease or verification of a history of herpes zoster disease by a health-care provider.
- One dose of MCV or MPSV (meningococcal vaccine).
- 2 doses of Hepatitis A vaccine (https://www.ksba.org/ImmunizationsinKentucky.aspx)

Immunization Exemptions/Declination on Religious Grounds Permitted

- Exemption Form - English
- Exemption Form - Spanish

KYVA accepts certificates of Immunization Status with a mark to designate a temporary or permanent medical contraindication to receiving a vaccine compliant with 902 KAR 2:060(3)(5).

Health Exam (Preventative Health Care Examination Form)

Kentucky requires a preventative health care examination of each child first entering a Kentucky public school within a period of twelve (12) months prior to initial admission to school and within one (1) year prior to entry to sixth grade. A physical assessment including hearing and vision screening. (702 KAR 1:160)

Dental Exam (Kentucky Dental Screening/Examination Form)

Kentucky requires proof of a dental screening or examination by a dentist, dental hygienist, physician, registered nurse, advanced registered nurse practitioner, or physician assistant. This evidence shall be presented to the school no later than January 1 of the first year that a five (5) or six (6) year old is enrolled in public school.(KRS 156.160(i))

Vision Exam (Kentucky Eye Examination Form)

Kentucky requires proof of a vision examination by an optometrist or ophthalmologist. This evidence shall be submitted to the school no later than January 1 of the first year that a three (3), four (4), five (5) or six (6) year old child is enrolled in public school. (KRS 156.160 (1) (g))

Student-Administered Medication

Parents/Legal Guardians are required to accompany their students on school-sponsored outings and events. All families, regardless of student's grade level, must fill out the permission slip and include the student's allergies (including any allergies to medications), any current medications the student is taking, the student's insurance information, the parent's best phone number to contact, and an emergency contact.

Students with special medical needs and concerns are welcome to attend face-to-face events; however, if a student has a medical condition that may require LC/LG assistance, the LC/LG is required to stay on site during the face-to-face event.

MATERIALS AND COMPUTER EQUIPMENT

Parents/Legal Guardians must provide the appropriate materials, computer, and other technological equipment that allows students to successfully participate and engage in KYVA's virtual learning program, as communicated upon enrollment.

Materials and other equipment may be loaned to qualifying families/students and must be requested during the enrollment process and/or by contacting the student's homeroom teacher or kyvaoffice@kentuckyvirtual.org. Families/learning coaches are responsible for ensuring that students have access to appropriate equipment and materials at all times. Absences will not be excused for the lack of proper equipment. If waiting for the arrival or replacement of materials, families are expected to find another method for the student to continue participating/attending classes, such as borrowing from a family member or visiting a local library. If this is not possible, it is the responsibility of the student and his/her family to contact the homeroom teacher for guidance.

Students and family members should respect school materials and equipment that has been loaned to the student. Please refrain from inappropriate or rough handling or allowing food or

drink near materials and computer equipment. Hotspots will be provided to McKinney Vento students and those that qualify for Free and Reduced Lunch, as needed.

Please contact K12 Customer Support at 1-866-512-2273 to Request materials or to report a concern with materials or equipment.

ACCEPTABLE USE OF TECHNOLOGY

The District shall support teacher efforts in taking ownership of digital citizenship skills and educating their students in the same skills to foster a responsible, safe, secure, and empowered digital learning environment. Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response. Student account and computer access while traveling outside the United States is not permitted by Stride because it can present a higher security risk due to increased threat activity and the potential for unauthorized access.

Internet safety measures, which shall apply to all District-owned devices with Internet access, District-managed systems and accounts, and personal devices that are permitted to access the District's network, shall be implemented that effectively address the following, regardless of the time, place, and means of utilization:

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking' and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minors' access to materials harmful to them.

If you have questions about what constitutes acceptable use, please check with the Principal.
08.2323/08.2324

Internet Service Provider (ISP) Reimbursement

Kentucky Virtual Academy provides partial reimbursement to qualifying families for their internet expenses at the end of the school year. To qualify, a family must finish the school year with KYVA, have an eligible and approved free-reduced lunch form on file, have an approved proof of residency on file, and submit the ISP application and any requested documents within the application window when announced.

The ISP Reimbursement Application instructions will be sent to qualifying families during the application window. Applications will only be accepted during the window. Early applications will not be accepted. No applications will be accepted after the close date. Eligible families must complete the application process to claim the reimbursement; reimbursement is not automatic.

The number of months eligible for reimbursement is determined by the school start date. Start dates between the 1st and 15th of the month will receive the full month's reimbursement amount for that month. Start dates between the 16th and 31st of the month will receive a ½ month's reimbursement amount for that month.

Checks are mailed directly to the family's address of record, verified by their approved proof

of residency document on file. Checks will not be mailed to any other address without a valid proof of residency document to confirm the address change. Lost or stolen checks will not be reissued.

STUDENT INTERNET SAFETY

KYVA is dedicated to maintaining the safety of all students. Students are expected to follow all safety guidelines outlined by teachers and school staff. Students are advised of the following:

- Do not reveal on the Internet personal information about yourself or other persons. For example, you should not reveal your name, home address, telephone number, or display photographs of yourself or others to persons outside of KYVA.
- Do not agree to meet in person anyone you have met on the Internet and who is not affiliated with KYVA.

ACADEMIC INTEGRITY-PLAGIARISM

The District shall support teacher efforts in taking ownership of digital citizenship skills and educating their students in the same skills to foster a responsible, safe, secure, and empowered digital learning environment. Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.
Internet safety measures, which shall apply to all District-owned devices with Internet access, District-managed systems and accounts, and personal devices that are permitted to access the District's network, shall be implemented that effectively address the following, regardless of the time, place, and means of utilization:

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking' and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minors' access to materials harmful to them.

If you have questions about what constitutes acceptable use, please check with the Principal.
08.2323/08.2324

BULLYING POLICY

What is bullying?

Definitions/Offenses Below:

Bullying: A pattern of aggressive, repetitive, deliberate, conscious and/or premeditated behavior by an individual or group to inflict physical, verbal, emotional, racial and/or sexual suffering on another individual or group. Any behavior which displays improper use of power to intimidate, threaten, humiliate, distress, or hurt others is bullying behavior.
Teasing: Name calling,

insulting, or other behavior intended to hurt another student's feelings or make them feel badly about themselves.
Exclusion: Causing someone to be isolated by ganging up on them, starting rumors, telling others not to be friends with
someone, or other actions designed to cause someone to be without friends.
Hitting: The violation of someone's personal space with the intent to harm, including pushing, slapping, grabbing, punching,
kicking, biting, or similar behavior that might hurt others.
Threats: Verbal, non-verbal and/or written actions intended to intimidate or announce intent to harm someone else or property.
Harassment: Making unwanted and offensive advances or remarks or acts toward someone.
Hazing: Any activity expected of someone joining a group that humiliates, degrades, abuses or endangers, regardless of the
person's willingness to participate.

Identifying the Problem:
Any of the aforementioned behaviors will not be tolerated and will be addressed consistently by staff so that the offenders understand that the behavior is unacceptable and that the victims understand that they will be supported. Any student found practicing one of these behaviors will be referred to the principal.

Who should you tell:
Students and/or employees must report bullying/hazing/harassment of any kind to the principal.

CYBERBULLYING:
Cyberbullying is **bullying** that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

REPORTING:
All KYVA staff are required to immediately report any reports of or incidents of intimidation, bullying, threats, harassment, or reports of violation of this policy to the Executive Director. All reports will be followed up on by the Executive Director or designated administrator to ensure the safety of everyone involved.
PER KRS 158.156, The principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident reportable under this section.

INVESTIGATION:
The Executive Director or designated administrator will promptly follow up on all reports and complete an investigation to determine whether the action is a violation of this policy. Upon completion of the investigation the Executive Director or designated administrator will determine if outside entities (law enforcement) need to be involved. The Executive Director

or designated administrator will also determine the consequences or actions to be taken for student who committed the act of intimidation, bullying, threats, or harassment.

NON-DISCRIMINATION POLICY

Kentucky Virtual Academy does not discriminate based on race, color, national origin, age, religion, marital status, sex, gender identity or disability in employment, vocational programs, or activities as set forth in compliance with federal and state statutes and regulations.

For questions pertaining to Section 504, Title IX or grievances contact Scott Adcock, 270-216-3229.See the Title IX grievance procedure in this handbook for additional details. You may also contact the Office of Civil Rights at 800-421-3481 or OCR@ed.gov.

TITLE IX INFORMATION AND ASSISTANCE

Kentucky Virtual Academy is a public online school which complies with Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, prohibit discrimination on the basis of sex (including sexual orientation or gender identity) in education programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Sexual violence is defined by the U.S. Department of Education and its Office for Civil Rights (OCR) referring to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. Title IX protects students from sexual harassment in a school's education programs and activities. This means that Title IX protects students in connection with all the academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program, class connect sessions, and school- sponsored activities (such as extracurricular events or field trips).

Definition of Sex Discrimination and Sexual Harassment (for Students):
Sex discrimination occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program or activity that receives federal financial assistance.

Sexual harassment is conduct that: 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's educational program or activity. Sexual harassment can be verbal, nonverbal, or physical.

Any individual, who believes he/she may have experienced any form of sex discrimination or sexual harassment, or who believes that he/she has observed such actions taking place, may receive information and assistance regarding the school's policies and reporting procedures from any of the following:

Kentucky Virtual Academy

Title IX Coordinator

Scott Adcock, Trained Title IX Coordinator, (270) 216-3229

Title IX Grievance Guidelines

Any student, parent/guardian, current or prospective employee or other individual within the school community who believes he/she has experienced and/or observed sex discrimination or sexual harassment ("grievant") should promptly report the matter to the school's Title IX Coordinator, a school counselor, Principal, or other school administrator. A Title IX grievant is requested to complete a complaint form available on our website. Complaints of alleged sex discrimination, including sexual harassment, brought forth by students, parents/guardians, current or prospective employees, and other members of the school community will be promptly investigated in an impartial and in as confidential a manner as reasonably possible, so that corrective action can be taken if necessary.

Grievance Procedures

The grievance procedures will be as follows:

1. It is the express procedures at KYVA to encourage the prompt reporting of claims of sex discrimination and/or sexual harassment. Timely reporting of complaints facilities the investigation and resolution of such complaints.
2. At the time the complaint is filed, the grievant shall be given a copy of these grievance procedures. It is the responsibility of the Title IX Coordinator or designee to explain these procedures and answer any questions anyone has. In addition, if the grievant is a minor student, the Title IX Coordinator should consider whether a child abuse report should be completed in accordance with KYVA's policy on the Reports of Suspected Child Abuse or Neglect of Children.
3. The Title IX Coordinator or designee shall investigate the complaint as promptly as practicable but in no case more than ten (10) working days from the date the complaint was received. The Title IX Coordinator or designee shall have the complete cooperation of all persons during the investigation.
4. The Title IX Coordinator or designee shall meet with all individuals reasonably believed to have relevant information, including the grievant and the individual(s) against whom the complaint was lodged, and any witnesses to the conduct. The investigation shall be carried on discreetly, maintaining confidentiality insofar as reasonably possible while conducting an effective investigation.
5. If after an investigation, the Title IX Coordinator or designee determines that there is reasonable cause to believe that sex discrimination or sexual harassment has occurred, KYVA shall take appropriate corrective action to ensure that the conduct ceases and will not recur.

Kentucky Virtual Academy reserves the authority to independently deal with sex discrimination and sexual harassment whenever becoming aware of their existence, regardless of whether a complaint has been lodged.

KYVA is committed to providing a safe environment in which students can learn. KYVA shall maintain a nondiscriminatory environment protecting students from discrimination and harassment. KYVA encourages students, parents, and staff to work together to prevent acts of harassment of any kind including bullying.

DRESS CODE

Students are expected to dress in a manner so as not to be disruptive to the school atmosphere. Students are expected to always wear clothing. Undergarments are to be covered. Repeated violations of the dress code will result in appropriate disciplinary action.

Because KYVA is an online school, everyone who might be seen on camera should wear appropriate school clothing. This helps keep our learning environment respectful and focused.

SMOKING POLICY

According to Kentucky law, KYVA always prohibits the use of any tobacco product or alternative nicotine product by any person in any school buildings or facilities, including the use of tobacco products or alternative nicotine products by persons attending a school-sponsored event at any location when in the presence of students or school personnel or where use is otherwise prohibited by law. Students are not to smoke or use a vaping device while attending live class sessions and/or school sponsored in-person events. School Personnel must enforce the policy, including appropriate disciplinary actions. Disciplinary actions for a student violating the policy may include but are not limited to: Conference with Parent or Legal Guardian, Mandatory enrollment in Tobacco Cessation or Prevention Program, Community Service, School Suspension, or Suspension of Extracurricular Activities. Visitors who violate this policy may be verbally requested to leave and could have prosecution for disorderly conduct for repeated offenses.

ADMINISTRATIVE WITHDRAWAL/EXPULSION

Administrative withdrawal is the removal of a student from our school due to the student no longer meeting enrollment requirements. Students may be administratively withdrawn due to violation of terms of probation and due to serious minimum daily progress concerns, chronic absenteeism, relocation to another state, or failing to comply with testing participation requirements as indicated in enrollment policy acknowledgements.

Expulsion is the removal of a student from our school because of serious behavior concern such as the commission of any crime, gross immorality, gross misbehavior or the violation of any other written rules and regulations established by KYVA, or when the presence of the student is deemed to be detrimental to the best interests of the school. Examples being possession of a weapon at a school event or gang affiliation.

Students who engage in an ongoing pattern of behavior that is disruptive to the orderly operations of the school or who are in violation of school attendance, daily progress, or other enrollment requirements shall be recommended for Administrative Withdrawal/Expulsion, as set forth in the Student Code of Conduct. This means the student cannot attend online school or attend any school-related events.

Suspension and Expulsion: Students who disregard the regulations of the school shall face suspension or possible expulsion. A suspended or expelled student shall receive a grade of “F” for all classes during their time away from school unless authorized by the principal/administration. A student can be expelled for at least 12 months if the student makes threats that pose a danger to other students or placed in an alternative education setting in lieu

of expulsion, or at the end of an expulsion. The expulsion decision may be reviewed to determine whether a student's expulsion shall continue or end. All students will be afforded their Due Process rights.

DISCIPLINE OF DISABLED STUDENTS

Students identified as disabled pursuant to the Individuals with Disabilities Education Improvement Act ("IDEA disabled") will be disciplined in accordance with federal and state law as set forth in the special education procedures developed by the administration.

In the case of a student classified as Special Education is recommended for expulsion, a Manifestation of Determination ARC meeting will be held when there is a suspension for 10 days, is recommended for expulsion, or when disciplinary action is taken that results in the removal of a student from their instructional environment.

APPEAL PROCESS

An appeal to any disciplinary decision up to and including Administrative Withdrawal/Expulsion must be made to the Executive Director within 3 days of the decision being communicated to the parent/Legal Guardian.

GRADE APPEAL POLICY

Questions regarding all grades should be directed to the Teacher of Record for the course initially to resolve questions. If unresolved, questions should be directed to the Principal for further investigation and final grade awarded. The final grade, if changed, will be adjusted on the student transcript by the School Counselor. The principal will adjust and reissue the report card/transcript if adjustments are made.

EXTRACURICULAR CLUB ELIGIBILITY

Participation in school-sponsored extracurricular activities is a privilege and not a right. Therefore, the school's Executive Director authorizes the principal and assistant principals and other authorized personnel supervising a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the school for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct /Student Discipline Code took place. Students prohibited from participation in all, or part of any extracurricular activity are not entitled to further notice, hearing, or appeal rights.

ACADEMICS

GRADING AND SCHOOLWORK POLICY

Kindergarten- 3rd Grade Grading Scale:

One year shall constitute a grading period.

The grade scale shall be:

SP – Steady Progress 90-100
PH – Progress with Help 70 –89
LP – Little Progress 1 - 69

4th – 12th Grade Grading Scale:

One year shall constitute a grading period for grades K through 5th.
A semester shall constitute a grading period for grades 6th through 12th.

The grading scale shall be:

A = 90-100 (4.0)
B = 80-89 (3.0)
C = 70-79 (2.0)
D = 60-69 (1.0)
F = 0-59 (0.0)

A percentage grade shall be included in the student's grade report in addition to the letter grade.

One (1) quality point shall be added for all students enrolled in Advanced Placement, International Baccalaureate or Dual Credit classes.

AI Policy

Kentucky Virtual Academy sets expectations for the responsible and ethical use of artificial intelligence to enhance learning while strictly upholding academic integrity. Because KYVA operates within online and virtual environments, specific guidelines are maintained to ensure technology is a support for—rather than a replacement of—independent thinking.

- **Support, Don't Replace**: AI tools (such as chatbots and educational apps) may be used to brainstorm, structure, and enrich the learning process, but students must submit their own original work.
- **Academic Integrity**: Using AI to bypass critical thinking on assessments, quizzes, or writing assignments is strictly prohibited. All submitted work must accurately reflect the student's personal knowledge and effort.
- **Safety & Privacy:** Students are prohibited from using AI to access or disseminate harmful/inappropriate content or sharing sensitive personal information with unauthorized third-party platforms.

- **Reporting:** Students must immediately report any suspicious activities or exposure to inappropriate content encountered during their online coursework to school authorities.
- **Disciplinary Action:** Misuse of AI or violations of academic integrity can lead to disciplinary consequences, such as forfeiture of grades on affected assignments and conferences with teachers or administrators.

Exams

Traditional, year-long courses shall have a mid-term exam and that exam shall be weighted higher.

Final exams shall be given in all high school courses and the final shall be weighted higher.

Physical Education

PER 704 KAR 8:050, All elementary and secondary school pupils shall receive organized physical education instruction as recorded in the Kentucky Academic Standards and in the minimum unit requirements for high school graduation.

Middle School Retention

A middle school student may be considered for retention if he/she fails three (3) subjects with at least two (2) of said subjects being from required course areas. A student may be required to repeat a subject without being retained for the complete grade.

Disciplinary Action

A student's grade shall not be lowered as a disciplinary action.
(Board Policy 08.221)

MID-YEAR COURSE PROMOTION POLICIES:

Students are enrolled in age-appropriate coursework for the core subjects. However, due to multiple indicators such as Baseline/Interim assessment scores, previous test scores, and parent feedback, there are some students who may need a lower or higher course for his or her needs. If a family wishes to place a child in a course higher or lower than what is on track, they must conference with homeroom teacher.

ELEMENTARY AND MIDDLE SCHOOL MID-YEAR COURSE PROGRESSION

Because of the rigor of our school curriculum, KYVA suggests that students do not progress too quickly through their online courses; however, some students can move forward at an accelerated rate. If this accelerated pace is monitored by the learning coach and the teacher, parents or legal guardians may request additional advanced coursework in Language Arts and Math if the present level (the current coursework) is 100% completed and the principal approves. Once the student has the principal's approval, the principal will order additional coursework.

MIDDLE SCHOOL YEAR END GRADE LEVEL RETENTION

Students who are failing 3 or more of their core Academic Courses (Math, Language Arts, Social Studies, or Science) or who are failing both Math and Language Arts are recommended for grade level retention.

Middle School Retention: A middle school student may be considered for retention if they fail three (3) subjects with at least two (2) of said subjects being from required course areas. A student may be required to repeat a subject without being retained for the complete grade.

ELEMENTARY YEAR END GRADE LEVEL RETENTION

Students who are failing 3 or more of their core Academic Courses (Math, Language Arts, Social Studies, or Science) or who are failing both Math and Language Arts are recommended for grade level retention. The Elementary school will also consider student performance on individual progress monitoring assessments to include (but not limited to) interim assessments that are criterion and/or normative based.

HIGH SCHOOL GRADING POLICIES

GRADUATION REQUIREMENTS:

All students who meet the requirements for graduation outlined here will receive a KYVA Diploma. In addition, all students must have completed the following requirements:

- Have been enrolled and in attendance for a minimum of (8) semesters in high school.
- Have satisfactorily completed all activities such as performance standards, assessment tests, etc., as mandated by the state and local Board of Education.

Students whose disability precludes them from following the course of required study, as specified in the program of studies, will be awarded a certificate and shall be recognized for achievement at the completion of their specified individual education plan program.

Valedictorian/Salutatorian At the completion of the senior year, rank in class shall be determined by scholastic grade point average for all graduating seniors. Students who have Honors with Highest Distinction status shall be eligible for Valedictorian and Salutatorian awards.

The student who complies with the above conditions and accumulates the highest-grade point average when their cumulative GPA is rounded to the nearest hundredth shall be the class Valedictorian. The student who complies with the above conditions and accumulates the second highest grade point average when their cumulative GPA is rounded to the nearest hundredth shall be the class Salutatorian. In the event students comply with the above conditions and there is a GPA tie, the students will share that award.

Review Committee:
A review committee composed of the Principal, School Counselor and two Teachers shall be established to review questions and/or problems relating to the academic honors program.

Students Who Transfer:

Students who transfer from other accredited high schools before the end of their junior year shall be eligible for designation as Valedictorian, Salutatorian, or honor student.

Students who transfer from a non-accredited homeschool program before the end of their junior year shall be eligible for designation as Valedictorian, Salutatorian, or honor student if the credits earned can be verified and/or if the student demonstrates at or above grade level progress in subjects/courses taken in the homeschool program. Students with these circumstances who wish to be considered for any of these designations must contact their school counselor before the last day of school during their junior year to begin the eligibility process.

Special Awards:
Additional special academic, attendance, and/or achievement awards may be granted to students at the end of the school year.

NO PASS, NO DRIVE POLICY:

The State of Kentucky's School Compliance Verification (No Pass, No Drive) form is completed by contacting the principal, school counselor, or kyvaoffice@kentuckyvirtual.org. Eligibility is determined by state law, specifically KRS 159.051, and not by the school. To be eligible for a School Compliance Verification, students must meet all the following requirements:

- Be at least 15 years old before completing the form. If a student will be turning 16, KYVA will date the form for the student's 15th birthday.
- Have less than nine (9) unexcused absences in the previous semester,
- Have passed four (4) of the six (6) courses in the previous semester.

Schools are required to use academic and attendance data from the previous semester of the school year to determine whether 15 through 17 year old students are complaint with Kentucky's No Pass, No Drive law. The school will submit a report of noncompliance as required under KRS 159.051, and subsequently update that report no later than the end of each semester, if any of three conditions occur:

- A 15- through 17-year-old student (with a driver's permit or license) accumulates nine (9) or more unexcused absences. Note: suspensions count as unexcused absences.
- A 15-, 16-, or 17-year-old student driver drops out of school.
- A student is deemed academically eligible to drive by passing two-thirds of the credits in which he or she is enrolled at KYVA. (I.E. Students must pass a minimum of 5 out of 7 credits based on the current schedule.) When a student meets the criteria for reinstatement of driving privileges the guidance office will issue notification to the Kentucky Department of Transportation verifying the student's completion of eligibility requirements.

LATE WORK POLICY

Some assignments are teacher graded, and others are computer graded. During the semester, students and Parents/Legal Guardians can always view grades in the grade book

for each course. It is important to note that these grades are updated every time an assignment is graded.
Warning: If a deadline has passed and the teacher has not entered a zero for that assignment, the student's grade may be temporarily inflated. Zeros are typically entered weekly for work not received.

- Graded assignments – whether teacher or computer scored – are listed on the course calendar. These assignments must be completed and submitted *no later than midnight the Sunday following the due date for that assignment to receive full credit for the work.* Any work that is not received by Sunday will be considered missing and assigned a zero.
- Under some circumstances, teachers may grant due date extensions on assignments. ***Families should never assume that they will automatically grant these requests***. Due date extensions must generally be requested *before* the due date of the assignment during the school week. Requests received on or past the due date, or on a non-school day may not be granted.
- In case of computer- or internet-issues, learning coaches are required to contact the attendance office at kyvaattendance@kentuckyvirtual.org. In addition, students must contact their classroom teachers immediately to communicate the issue, so please have a hardcopy of all teachers' names and phone numbers.
- Please be aware that because of the point values assigned to teacher-scored assignments, it is mathematically impossible to pass a course without completing them.

AWARDING of CREDIT, GRADE PROMOTION and DEFINITION, COHORT YEAR

High School Students are promoted based on the number of credits earned. Credit is not awarded for courses in which a student earns an F or fails to complete the required attendance (60 hours per semester or 120 hours per 1 credit course). Students may retake the same course at the same difficulty level under the conditions as stipulated in the Kentucky Uniform Grading Policy.

Grade-level classification is based on the number of credits earned and is reviewed at the end of each semester.

HIGH SCHOOL PROMOTION REQUIREMENTS

Applicable Grade Levels: 9 through 12

Eligibility/Criteria:

- Students must pass a course with a grade of D (60%) or higher in order to earn course credit.
- Students are promoted to the next grade level, based on the number of credits earned. High school students will be promoted based on the following number of credits:
  - 5 credits=10th Grade
  - 11 credits=11th Grade
  - 17 credits=12th Grade
- Students may not be voluntarily retained at the high school level. All credits and grades are reported on the student's transcript and are calculated into the students' cumulative GPA. Grades and credits shall not be removed from transcripts.

Graduation Cohorts:

Students are placed in a graduation cohort year when they begin 9th grade for the first time. A student's cohort year is based on their expected year of graduation, which is calculated as the spring of their fourth year in high school. For example, a student who begins in 9th grade for the first time in 2020-2021 school year, will be assigned to the 2024 cohort. Students will not be promoted past their cohort grade level, regardless of credits, unless they have been approved for early graduation.

EARLY GRADUATION PROGRAM/GRADUATING EARLY

Students interested in graduating a year or semester early must speak to their school counselor to determine eligibility for the Early Graduation Program (EGP) or graduating early. EGP and graduating early are two separate scenarios, and counselors will review a student's eligibility and forward to the principal for additional review. Parents can review the distinction between these options by visiting the Kentucky Department of Education website at the following link: Early Graduation Program.

Requesting early graduation or graduating early does not guarantee approval but will initiate the process for a counselor to formulate the appropriate plan, if possible. It is important to note that if a student is attending a four-year college, graduating early can have serious impacts on qualification for certain scholarships and other post-secondary options. For example, students graduating early may not be eligible for the KHEAA scholarship/KEES money.-Students planning to attend a four-year college after graduation are encouraged to remain in high school and complete Dual Enrollment Courses instead, as these courses are provided at a lower rate for high school students and allow for students to begin their college or technical education coursework early. KYVA does not have a graduation ceremony for early graduates; however, students are welcome to attend the end of the year graduation ceremony once all credits are complete.

Early Graduation Program:
Senate Bill 61, passed during the 2013 Kentucky General Assembly, provides a pathway to early graduation for students who intend to complete high school in three academic years or less. Beginning with the 2014-2015 academic year, students who complete the Early Graduation requirements (see below) may receive a diploma from their district. Students who graduate in three years or less are also eligible for an Early Graduation Certificate, which they may use the year immediately following high school graduation when enrolling in a SACS accredited Kentucky two- or four- year institute of higher education.

●Early Graduation students require consistent monitoring and counseling to ensure they are on track to complete the early graduation requirement. Regular meetings between the student, family and counselor should monitor and update student progress as required in Section 4 of 704 KAR 3:305.
●Students wishing to participate in the EGP must submit a letter of intent to the principal within 30 days of the school year in which the student intends to graduate. The Letter of Intent is not binding; students may revert to regular student enrollment with the knowledge they have to meet the district's minimum requirements and that they will not be eligible for the Early Graduation Certificate.

For additional details outlining the Kentucky Department of Education guidelines for the Early Graduation Program and Graduating Early, please visit this website.

ADAVANCED PLACEMENT/HONORS COURSES

Advanced Placement and Honors courses demand a high level of independence and self-discipline. Students synthesize and evaluate information and concepts from multiple sources and read texts typically assigned in college-level courses. Students also demonstrate college-level writing in essays that require analysis of primary and secondary sources, responsible use of evidence, and comprehensive citation of sources. Successful completion of prerequisites, teacher/school counselor recommendation, and a strong interest in the subject are recommended for enrollment in these courses. AP courses will receive an additional weighting of 1 quality point onto the student's GPA. Honors courses will receive an additional weighting of .5 quality points onto the student's GPA. AP & Honors courses will be offered in specific subject areas when student eligibility, enrollment, and credentialed teachers are available.

Applicable Grade Levels: 9 through 12

Eligibility/Criteria:

- Students identified as gifted/talented will be considered for placement into appropriate honors/AP courses, when available.
- Any student may request enrollment or be recommended for enrollment into honors/AP courses. Interested students must contact their school counselor to request such courses.
- Students must be in good standing with KYVA guidelines for behavior, grades, and attendance and must meet two of the following additional criteria in order to be considered for placement into honors/AP courses:
    - 85% or higher average in a content-area course for which the student is requesting honors placement.
    - Proficient or Distinguished scores on KSA assessments in the content area for which student is requesting honors placement.
    - At or above benchmark scores on MAP assessments in the content area for which student is requesting honors placement.
    - School counselor and/or teacher recommendation.

Counselor-Student Meetings:

- Counselors will conduct grade-level meetings with students, where information about honors/AP courses will be shared. Interested students will be advised to reach out to their assigned counselor for information about enrolling in such courses.

Transitioning out of Honors/Advanced Placement Courses:

- Students who are unsuccessful in meeting Honors/Advanced Placement requirements may be placed into a regular KYVA course.
- Students/LCs will receive email notification from the teacher and/or the school counselor if a transition/change is necessary.

CLASS RANKINGS

Class ranks are based on the Kentucky Uniform Grading Policy. In order to calculate class rank, all student GPAs will be calculated and ranked from highest to lowest. Class ranks will be calculated one time at the end of the academic year and indicated on the official transcript. Mid-year rankings are not official and are subject to change.

STATE GRADUATION REQUIREMENTS

This is a guide to assist students and parents in understanding the Kentucky graduation requirements, as well as guidelines for entrance into a four-year college. This information comes from the State Department of Education website:
https://education.ky.gov/curriculum/hsgradreq/Pages/default.aspx

Students must earn a total of 22 prescribed units or credits. The table below is the minimum number of credits students must take. The unit requirements are distributed as follows:

English/Language Arts	4.0
Mathematics	4.0
Science	3.0
Social Studies	3.0
Health	0.5
Physical Education	0.5
Visual Performing Arts	1.0
Electives	6.0
Total	22.0

ADDITIONALGRADUATION REQUIREMENTS

In addition to earning all required course credits, the following graduation requirements must be met in order for students to earn a diploma and participate in KYVA's graduation ceremony:

- Must attend all required state or local testing. (This includes Kentucky Summative Assessments, MAP testing, or any other assessments required by the state, school, or

district.)
- Pass state-mandated civics test
- (Beginning in 2020-2021) Successfully complete a course or program in financial literacy
- Receive instruction in essential workplace ethics
- Demonstrate competency in technology
- Develop and/or update an Individual Learning Plan (grades 6-12)
- Complete CPR Training in a Health, PE or JROTC course

DUAL ENROLLMENT

KYVA may allow students to take Dual Enrollment courses, following the guidelines and criteria below.

Eligibility/Criteria:

- Students must have an overall GPA of at least 2.5 in order to be considered for dual enrollment/dual credit through postsecondary institutions.
- Students must have taken an appropriate assessment and have achieved required scores (ACT, SAT, KYOTE, other).
- Students must be in good standing at KYVA in regard to behavior, grades, and attendance to be considered for dual credit.
- Students must meet all criteria set forth by the postsecondary institution offering dual credit in order to enroll.
- Students must attend all required KYVA testing (MAP, KSA, other)
- Students must be enrolled in at least one KYVA course to be considered a KYVA student.
- Students/Parents are responsible for all tuition and fees associated with dual credit courses.
- Students/parents are encouraged to apply for the KHEAA dual credit scholarship to help cover the cost of tuition. Refer to the KHEAA website for detailed information on these scholarships.
- Students may only take dual credit courses with postsecondary institutions that have established a Memorandum of Understanding with KYVA. Credit awarded from other postsecondary institutions will not be added to transcripts or counted as dual credit for KYVA.

Counselor-Student Meetings:

- Counselors will email a dual credit interest form to all students in grades 9-12.
- Counselors will conduct a dual credit information session for all students who indicate interest on the above form. Students who wish to pursue dual credit must attend the information session to continue in the process.
- Students who complete the interest form and attend the required information session will be invited to join a required student enrollment session, where counselors will further explain requirements, eligibility, and other criteria and lead students through completion of the postsecondary application and completion of the KHEAA scholarship application.

Transitioning out of Dual Credit Courses:

- Students who are unsuccessful in meeting dual credit requirements and/or are failing dual credit courses will be placed into an appropriate KYVA course/schedule.
- Students/LCs will receive email notification from the school counselor if a transition/change is

necessary.

- Upon successful completion of a dual credit course, the student must communicate with the assigned school counselor to ensure that appropriate course credit is applied to the student's transcript. In most cases, this will be communicated directly from the postsecondary institution, but since that does not always occur, the student is responsible for such communication.

Additional Guidelines & Explanations:

- Dual credit/dual enrollment courses are defined as courses that are taken at an off-campus post-secondary institution or through approved on-campus or online programs and include dual credit, post-secondary, career & technical, vocational school, or other designated post-secondary courses.
- Students must meet all admissions requirements (including deadlines) set forth by the attending institution, and must abide by all rules, procedures, and policies set forth by the attending institution and KYVA while enrolled in such courses.
- Each 3 or 4-hour credit course for which a student is enrolled at an approved post-secondary institution shall count toward one high school credit and one class period at KYVA. A student must be enrolled in at least one KYVA course in addition to dual credit courses.
- Students and parents/guardians are responsible for monitoring students' grades through the post-secondary institution. The quarterly and final grades reported from the post-secondary institution will be reported on the student's high school and college transcript and will be calculated into the student's term GPA and cumulative GPA at HS (no exceptions). The Cloverport Independent School District and KYVA are not responsible for decisions made by an outside agency regarding grades, behavior, attendance, or other issues. However, school administrators may take appropriate disciplinary action against a student taking said courses if deemed necessary.
- Students enrolled in courses outside of the regular master schedule, but still receiving credits toward graduation, shall not withdraw from these classes without prior approval from administration.
- Families who need financial assistance are encouraged to speak with their School Counselor for guidance. Parents are also encouraged to visit the KHEAA website for financial assistance. If a student is removed from enrollment at a post-secondary institution due to not paying tuition or for some other financial hardship, the student will be placed into an available class at KYVA.
- The number of postsecondary dual enrollment courses that a pupil may take is limited to not more than 10 courses overall.
- The postsecondary courses must be academic in nature or applicable to career preparation.
- The postsecondary course must apply toward the satisfaction of degree requirements and may not be in the subject areas of physical education, theology, divinity or religious education. Hobby, craft and recreational courses are not eligible under legislation.
- An eligible postsecondary course must not be offered by the school.
- School counselor and administration reserve the right to deny or allow student's participation in dual enrollment.
- The student must follow all of the college's and KYVA's important academic dates. A student may not miss a college course due to being out of school at KYVA and vice-versa. For example, if the attending college is on Spring Break but KYVA is still in session, the student is required to attend all KYVA classes.

- Committing plagiarism or any other academic infraction is automatic grounds for withdrawal from dual enrollment and will make student ineligible for dual enrollment while actively enrolled at KYVA.

CREDIT RECOVERY

Credit recovery allows students who have taken and failed a course the opportunity to recover the lost credit instead of retaking the course in its entirety. Students who have failed a course may qualify for a credit recovery course.

Eligibility/Criteria:

- Students who are identified as credit deficient will be considered for credit recovery courses.
- Credit recovery is not available for all courses.
- Students may request a course retake/credit recovery in order to earn a higher grade for a class, if required for post secondary admission. Students wishing to request this option must send an email request to their assigned school counselor.

Counselor-Student Meetings:

- Counselors who identify students in need of credit recovery will contact the student/LC via email or conference.
- Counselors will conduct a credit recovery informational session to review credit recovery requirements, criteria, and eligibility.
- Counselors will conduct an orientation session with all students enrolled in a credit recovery course to demonstrate course navigation.
- Credit recovery options will also be shared in grade-level meetings hosted by counselors.

Transitioning out of Credit Recovery Courses:

- Students who are unsuccessful in meeting credit recovery requirements will not earn a grade/credit for a course and may be required to attend summer school or complete additional credit recovery requirements.
- Upon completion of a credit recovery course, students will communicate with their teacher and assigned school counselor. While course progress will be monitored, the process moves more quickly when communication is initiated by students.
- Students/LCs will receive email notification of the school counselor if a transition/change is necessary.

Additional Credit Recovery Information:

Once a student successfully completes a course, the course and grade will be added to the student's transcript and will be reflected in the student's overall GPA. The original failed course will remain on the transcript, per requirements.

COURSE WITHDRAWALS

With the first day of enrollment as the baseline, students who withdraw from a course within five days in a semester long course or 10 days in a full year course will do so without penalty. Students wishing to withdraw and/or request a schedule change must contact their school counselor within the 5-day enrollment window. All students are required to maintain a full schedule of classes.

TRANSCRIPT, LETTER OF RECOMMENDATION, AND DRIVING FORMS

REQUESTS

To request a transcript, letter of recommendation, driver's verification form, or other records, students should email kyvaoffice@kentuckyvirtual.org.

Please note that it can take up to ten business days to process these requests.

SCHOOL COUNSELORS

Your Assigned School Counselor is your contact for any questions about your course assignment, credit recovery, college applications, scholarships, career planning, and other related topics.

CAREER LEARNING

KYVA is a career-focused virtual school in Kentucky, designed to give students an edge for the future. Our Career and College Prep Program prepares students for success in post-secondary opportunities by offering real-world education, industry certifications, and essential career skills. All KYVA students are enrolled in a Career and Technical Education (CTE) course from 6th to 12th grade, ensuring that they are exposed to career-relevant skills and experiences throughout their education. Students explore various fields, focusing on their interests while gaining skills for the workplace and college.

Students graduate with industry-recognized credentials, valuable workplace experience, and professional skills, providing a head start on their careers and college aspirations.

Our Career and Technical Education (CTE) courses focus on key pathways in high-demand fields such as:

- **Education and Training:**
  Teaching and Learning
  This pathway prepares students for careers in education by focusing on classroom management, lesson planning, instructional strategies, assessment techniques, and professional development. Students gain the skills needed to promote learning, manage classroom environments, and support student success.

- **Graphic Design**

- **Business and Marketing Education:**
  Management and Entrepreneurship
  Prepares students for leadership roles in organizations by covering management theory, human resources, accounting, logistics, marketing, and business decision-making.

- **Computer Science:**
  Computer Programming
  Teaches students to design and create applications while troubleshooting the latest programming languages. Upon completion, students are prepared for entry-level positions or further education in computer programming.

- **Hospitality, Travel, Tourism, and Recreation**

WORK BASED LEARNING

At KYVA, our Work-Based Learning (WBL) program offers students real-world experience in their chosen career pathways, aligned with Kentucky Department of Education (KDE) guidelines. Through internships, job shadowing, apprenticeships, and workplace learning projects, students earn credit while developing essential career readiness skills and gaining industry-recognized certifications. To meet KDE requirements, students must complete a minimum of 75 hours of WBL experience per semester, with documentation provided by employers and mentors. These hands-on opportunities allow students to apply academic and technical knowledge in professional settings, preparing them for post-secondary education or immediate employment in high-demand fields.

RIGHTS OF CHILDREN WITH DISABILITIES

Children identified as qualifying with a disability and Exceptional Child Education (ECE) have the right to a Free and Appropriate Public Education (FAPE), provided at public expense that meets the standards of the Kentucky Department of Education and are provided in conformity with an Individual Education Program (IEP).

CHILD FIND

Child Find is a process based on the Individuals with Disabilities Act (IDEA) Part C. The purpose is to identify, locate and evaluate individuals with disabilities who may need special education services.

To ensure that all KYVA students are properly identified and served, the parent or guardian will be asked at least twice if their student has ever been evaluated for possible special education services, and if the student has ever received special education services as a student in a public or private school. If so, the parent or guardian will be asked if their student has an active Individual Education Plan (IEP).

If there is any indication that the student may have received special education services, once KYVA receives the previous school's records, your family will be contacted by the school. Should you have any additional questions please contact the Special Programs Manager, Carla Miller, cmiller@kentuckyvirtual.org

SPECIAL EDUCATION SERVICES

KYVA is responsible for providing a free and appropriate education under the federal Individuals with Disabilities in Education Act (IDEA). Parents/Legal Guardians should indicate that their child has an Individualized Education Plan on their enrollment form.

Special education services are available to students who have been identified with a disability and qualify for exceptional child education (ECE). Documentation of the disability must be

provided, such as a previous Individualized Education Plan (IEP) and/or a psychological evaluation. Students with IEPs in need of adapted learning support services are those whose complex learning needs impact their academic achievement and their ability to make sufficient progress toward IEP goals in the general education setting. Services offered may include adaptations and modifications to the general education curriculum, specialized instructional strategies, and adjustments in pacing.

Please contact the Special Programs Manager for KYVA with any questions:

Special Programs Manager, Carla Miller, cmiller@kentuckyvirtual.org

SPECIAL EDUCATION EXPECTATIONS:

- Every special education student will be assigned a special education teacher in addition to their regular education teacher.
- The special education teacher, the regular education teacher, and the learning coach will collaborate on support and progress for each student.
- The special education teacher will hold class connect sessions online to assist students with their specific learning needs.
- The special education teacher is available to be used as a resource for instructional strategies and adaptations and modifications to the curriculum.
- ARC meetings will be held either online or using a conference call line.
- The special education teacher will provide a progress report at the end of each grading period noting the progress on the student's IEP goals.
- Special Education students are required to meet the same attendance policies as their peers.
- Students who receive Special Education services must attend Class Connect Sessions when their special education services are being provided. This includes both resource classes and other related services such as Speech and Language, Occupational Therapy, and evaluation services.

RELATED SERVICES

Related services, placement and goals are determined by the ("ARC") Committee. Options for related services should be discussed with the special education staff upon enrollment and receipt of the IEP documents.

KYVA provides related services through contracts with service providers (speech pathologists, occupational therapists, etc.). It is important for students and Parents/Legal Guardians to attend all related services appointments for the student to receive maximum benefit and achieve IEP goals.

****** We understand that it is our responsibility to provide a free and appropriate public education to each enrolled special education student. Because KYVA is a virtual school of choice, it is understood that speech and related services are provided virtually; however, we understand that the virtual environment is not always the most appropriate environment for speech and other related services. If the ARC team determines that face to face therapy is the most appropriate, services will be offered by a provider close to the family's home.*

RESPONSE TO INTERVENTION (RTI)

Response to Intervention (RTI) Services at KYVA are available for students who have been identified as academically "at-risk". A student that is defined as "at-risk" has tested significantly below on his/her assessments, has demonstrated that he/she is struggling with the current curriculum he/she is enrolled in, or he/she has been identified with some type of need on the Child Find screening.

RTI is part of KYVA's Multi-Tiered System of Support (MTSS) and is based on the concept of providing evidence-based instructional and behavioral strategies by highly qualified intervention teams that are matched to the student's needs, and those needs are monitored on a frequent scheduled basis.

MEDICAL NEEDS OR ACCESS TO MEDICATIONS

Report any medical needs or any access to medication for on-site events to your student's Homeroom Teacher.

PARENTS/LEGAL GUARDIANS WITH DISABILITIES

Providing accommodations also applies to Parents/Legal Guardians with disabilities. If needed in order to allow for parental participation, accommodations for Parents/Legal Guardians with disabilities will be provided, thus enabling parental involvement throughout the 504 process. The school must take appropriate steps to ensure that communications with Parents/Legal Guardians with disabilities are as effective as communications with others.

RIGHTS OF CHILDREN WITH SPECIAL HOME CIRCUMSTANCES

ESSA Title IX, PART A MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

The McKinney-Vento Homeless Assistance Act is a federal law that ensures youth experiencing homelessness can attend school and outlines student rights. McKinney-Vento homeless liaisons are designated personnel that ensure homeless youth can enroll in school and receive services.

Homeless is defined as: 'homeless children and youths' means individuals who lack a fixed, regular, and adequate nighttime residence … and includes:

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
(iv) migratory children … who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described above.

KYVA follows the state resolution policy:

https://education.ky.gov/federal/progs/txc/Documents/Dispute%20Resolution%20Procedure.pdf

Dispute Resolution Form:

https://education.ky.gov/federal/progs/txc/Documents/Homeless%20Dispute%20Resolution%20Form.pdf

For more information contact the KYVA Office cmiller@kentuckyvirtual.org

Additional information can be found at https://ed.sc.gov/policy/federal-education-programs/essa-title-ix-part-a-mckinney-vento-homeless-assistanc e-act/

TITLE I, PART A YOUTH IN FOSTER CARE

The Every Student Succeeds Act (ESSA) establishes guidelines to ensure school access, improved educational outcomes, and enhanced academic stability for children and youth in foster care. For more information contact the KYVA Office cmiller@kentuckyvirtual.org

ENGLISH LANGUAGE LEARNERS

KYVA complies with federal and state laws in identifying and supporting ELL students. Families can expect:

- Ongoing identification processes through screeners and other appropriate avenues
- Students who qualify for ELL services will have access to collaborative and small group support tailored to their individual needs by a licensed ELL teacher
- Parents can request interpreter services at any time to support their involvement in their child's education

For more information contact Carla Miller cmiller@kentuckyvirtual.org

TRANSLATED MATERIALS

KYVA will provide translated material and an interpreter upon request and when a need is identified. Please contact your student's Homeroom Teacher for assistance with translated materials.

KYVA FACULTY

We believe that a collaborative relationship between you and your assigned teachers is necessary. Your Homeroom Teacher has a wealth of knowledge and thus should be your first point of contact for all questions that are academic or technical in nature. As your teacher

interacts with you, know that this is a team effort to ensure that your student is making progress and demonstrating compliance in all areas.

HOMEROOM TEACHER RESPONSIBILITIES

- Collaboratively develop an individual learning plan for your student by use of data-driven instructional methods.
- Guide and direct the student through the K12 Online School platforms.
- Provide instructional support to meet KY state standards.
- Facilitate academic conferences.
- Review student submitted work throughout each grading term.
- Maintain school-work day Monday through Friday from 8:00 am – 4:00 pm.
- Respond within 24 school day hours to all school emails and telephone calls.
- Inform you of school updates/information from KYVA and/or K12.
- Plan and attend regional outings/field trips.
- Administer state required assessments.
- Provide support in all areas of successful student learning and achievement.
- Complete semester progress reports and year-end report cards.
- Be the first point of contact for Parents/Legal Guardians and students.

APPENDIX A – CRISIS PLAN

Kentucky Virtual Academy staff will be trained and follow these guidelines during crisis situations pursuant to **KRS 158.162**.

Training: The principal/operations manager shall review the EMP/Crisis Plan with all school and program staff prior to the first instructional day of each school year and shall document the time and date of any discussion.

Class Session Emergency Guidelines

If a student is in immediate harm or someone in their home is in immediate harm during a live class session, call 911 and clear all the other students from the virtual class environment immediately.

Staff: The following steps should be followed during a Live Class Crisis Event:

1. Call 911
2. Immediately remove all students from the online classroom
3. Notify the Executive Director

When an administrator observes (or is notified of and verifies) an offense, the administrator will confer with the staff involved, effect the appropriate disciplinary action, and if appropriate, meet with the alleged offender. If warranted, the administrator should immediately remove the alleged offender from the school environment. The administrator will notify a parent/guardian or appropriate parties, as soon as possible.

- If law enforcement is notified, staff will follow applicable established due process procedures.
- The administrator will keep a complete record of the conversations had, events that occurred and procedures followed.
- If a recording captured the event, the recording should not be shared with students and families. *Reference FERPA information below

- When safe, the Executive Director or designee will contact the PVP and school board.
- The Executive Director or designee will complete a **Critical Incident Report Form** (at the end of this document)
- Executive Director will work with Crisis Communications Committee (CCC), which includes Corp Comm, Legal, HR, Public Affairs, and other departments, to quickly develop appropriate statements and talking points, to act as media liaison.

School-Wide Emergency Guidelines
When an emergency occurs that affects the school, parents can obtain important information in the following ways:

- Our school leadership team will contact you via phone or text
- Visit the District's website or social media pages KYVA's website or Facebook page

These resources will give up-to-date information in the event of an emergency.

School Closings
Official announcements for school closings due to severe weather may be sent out to students and families via phone and e-email.

DROP, COVER, AND HOLD (EARTHQUAKE DRILL) PROCEDURES

- At the first tremor indicating an earthquake, students are to immediately take shelter in their rooms, preferably under a table or desk, to avoid falling objects, glass, etc. They should cover their eyes with their arms and hold on to the desk or table.
- If students cannot get under a desk or table, they should grab a book to protect their heads and place their heads in their laps to protect their faces.
- When the tremors stop, students should remain calm and wait for instructions.
- If necessary, teachers and students will be notified to leave the building according to the evacuation plan.
- An earthquake drill will be scheduled in advance or announced over the intercom.

EVACUATION (FIRE/SAFETY) PROCEDURES (In-person events)
When an evacuation is necessary, students should move quickly and in an orderly manner out of the building. Further instructions on evacuating the building or fire drills will be given by each teacher or KYVA staff member, and evacuation routes will be posted at the test site or field trip location, as applicable.

SEVERE WEATHER (TORNADO DRILL) PROCEDURES (In-person events):
When a tornado is near, students will be directed to an inside room without windows and under a table, if possible.

LOCK DOWN PROCEDURES (In-person events):
To keep students away from a dangerous situation while allowing emergency personnel to handle a threat, KYVA staff will turn off all lights, close blinds, lock room doors, instruct students to stay low and away from doors and windows. Direct students to silence all electronic

devices including phones, televisions, etc. KYVA staff tell students to stay quiet and out of sight of the doorway.

For additional information related to Kentucky Department of Education requirements refer to EMP FAQs.

*FERPA – Protecting Student Privacy
FAQs on Photos and Videos under FERPA. (n.d.). Retrieved September 01, 2020, from https://studentprivacy.ed.gov/faq/faqs-photos-and-videos-under-ferpa

1. Does FERPA permit educational agencies and institutions turn over videos to the police upon request or following an incident that may warrant police involvement?

- When videos are education records, educational agencies and institutions may not turn over videos to the police upon request without having first either obtained the written consent of the parent or eligible student or determined that the conditions of an exception to the general requirement of consent have been met, such as if the disclosure is made in connection with a health or safety emergency (20 U.S.C. 1232g(b)(1)(I) and 34 CFR §§ 99.31(a)(10) and 99.36) or the law enforcement officer has presented the educational agency or institution with a judicial order or a lawfully issued subpoena* (20 U.S.C. 1232g(b)(1)(J) and (b)(2) and 34 CFR § 99.31(a)(9)).

*Please note, judicial orders and subpoenas must be reviewed by our attorney prior to complying with them.

2. When is a photo or video of a student an education record under FERPA?

- As with any other "education record," a photo or video of a student is an education record, subject to specific exclusions, when the photo or video is: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. (20 U.S.C. 1232g(a)(4)(A); 34 CFR § 99.3 "Education Record")

Directly Related to a Student:

- FERPA regulations do not define what it means for a record to be "directly related" to a student. In the context of photos and videos, determining if a visual representation of a student is directly related to a student (rather than just incidentally related to him or her) is often context-specific, and educational agencies and institutions should examine certain types of photos and videos on a case by-case basis to determine if they directly relate to any of the students depicted therein. Among the factors that may help determine if a photo or video should be considered "directly related" to a student are the following:

    - The educational agency or institution uses the photo or video for disciplinary action (or other official purposes) involving the student (including the victim of any such disciplinary incident);
    - The photo or video contains a depiction of an activity:

- that resulted in an educational agency or institution's use of the photo or video for disciplinary action (or other official purposes) involving a student (or, if disciplinary action is pending or has not yet been taken, that would reasonably result in use of the photo or video for disciplinary action involving a student);
- that shows a student in violation of local, state, or federal law;
- that shows a student getting injured, attacked, victimized, ill, or having a health emergency;
- The person or entity taking the photo or video intends to make a specific student the focus of the photo or video (e.g., ID photos, or a recording of a student presentation); or
- The audio or visual content of the photo or video otherwise contains personally identifiable information contained in a student's education record.

3. If a video is an education record for multiple students, can a parent of one of the students or the eligible student view the video?

- When a video is an education record of multiple students, in general, FERPA requires the educational agency or institution to allow, within 45 days of a request, an individual parent of a student (or the student if the student is an eligible student) to whom the video directly relates to inspect and review, or "be informed of" the content of the video, consistent with the FERPA statutory provisions in 20 U.S.C. § 1232g(a)(1)(A) and regulatory provisions at 34 CFR § 99.12(a). FERPA generally does not require the educational agency or institution to release copies of the video to the parent or eligible student.
- In providing access to the video, the educational agency or institution must provide the parent of the student (or the student if the student is an eligible student) with the opportunity to inspect and review or "be informed of" the content of the video. If the educational agency or institution can reasonably redact or segregate out the portions of the video directly related to other students, without destroying the meaning of the record, then the educational agency or institution would be required to do so prior to providing the parent or eligible student with access. On the other hand, if redaction or segregation of the video cannot reasonably be accomplished, or if doing so would destroy the meaning of the record, then the parents of each student to whom the video directly relates (or the students themselves if they are eligible students) would have a right under FERPA to inspect and review or "be informed of" the entire record even though it also directly relates to other students.

APPENDIX B – STUDENT CONTINUED ENGAGEMENT PLAN

KYVA strongly believes in providing Quality education for all students. The 24/7 Anytime, Anywhere Learning opportunities is a unique opportunity for students and parents. Teachers, learning coaches, and students all play a vital role in students' success when enrolled in KYVA.

ELEMENTARY

What to do when the K12 School (OLS) is down

- The K12 School (OLS) may be down for maintenance or unexpected outages from time to time. During these times, it is important not to panic! When you are unable to log in to the K12 School (OLS), your first stop should be http://help.k12.com to see if the outage is known and has been posted by Stride. You can also check the KYVA Facebook Page https://www.facebook.com/KentuckyVirtual/. In the unforeseen possibility that this occurs all teachers will create monthly emergency assignments to circumvent this outage (i.e. Google Classroom) which will be emailed to students and graded as part of the student's assignment for the time that is missed for instruction due to this circumstance.

What to do about Class Connects?

During K12 School (OLS) outages, Class Connects will not be available to access. In the event of an outage that happens during a live session, the teacher will record a session and send the recording link via email as soon as the K12 School (OLS) is restored. Students and learning coaches will need to use assignments emailed to them by their teachers

What should students work on?

There are many things' students can work on outside of the K12 School (OLS). K12 School (OLS) interruptions should not mean interruptions in learning!

- Print or save a copy of your pacing guide each week so you can access it to see what can be worked on offline
- See assignments emailed by teacher
- Find other educational activities to complete
    - Find home science experiments online to try
    - Watch educational web videos pertaining to your subjects
    - Practice problems from various online resources

How to contact teacher?

Make sure to write down and save all of your teachers' contact information (teacher phone and extension number) in case any questions arise during an outage if email is also affected.

What to do when Class Connect is down, but K12 School (OLS) is working

If Class Connects go down and you miss live sessions, but the K12 School (OLS) is still working, the teacher will make a recording of the missed live session for later viewing or reschedule class and host the session once Class Connect is working again.

What should students work on?

There are many things' students can work on outside of live Class Connect sessions. If Class Connect goes down, learning should not be interrupted!

Grades K-5

✓ **Math**: Use your textbook to continue where you have left off- use your pacing guide if you have forgotten what lesson you should be working on. You can work on getting your monthly work sample ready.

✓ **Composition**: You can continue to write from whichever unit you are currently working on. Save all parts—the pre-write, rough draft, and final draft.

- ✓ **Literature**: Continue reading passages from your textbook. Refer to the pacing chart if you are not sure which passage you should be on. Another option may be to select from the "**You Need to Select a Novel**" unit then go to your local library for the book you selected and start reading! ☺
- ✓ **Vocab**: Continue to work through your vocabulary workbook. When the K12 School (OLS) is back up- you will be ready to enter in your answers for the quizzes. ☺
- ✓ **GUM:** Use the pacing guide to find the lesson you should be on and work through your practice book to help you prepare for the K12 School (OLS) quizzes.
- ✓ **History or Social Studies**: Continue working from your textbook and work on your assignments- check your pacing guide.
- ✓ **Science**: Please work in your green student guide, following your pacing chart. You may complete the worksheets and/or labs.

What to do when the K12 School (OLS) is down for middle and high school

Grades 6-12

The K12 School (OLS) may be down for maintenance or unexpected outages from time to time. During these times, it is important not to panic and follow this plan!

Be prepared in advance by doing the following things on the first day of school:

1. Download your course textbooks
2. Save and print a copy of all your teacher's phone numbers and contact information.
3. Save a copy of your courses' pacing guides
    - When you are unable to log in to the K12 School (OLS), your first stop should be http://help.k12.com to see if the outage is known and has been posted by Stride. You can also check KYVA Facebook Page https://www.facebook.com/KentuckyVirtual/ (for updated outage information).

What happens if Canvas is experiencing service disruption and students are not able to access Class Connects?

- Students will be notified on Facebook and in email that Canvas is down and sessions are canceled until service resumes.
- Students will be notified on Facebook and in email that Canvas is back and sessions will resume.
- Students will not be penalized for required sessions that were missed during the outage.
- Teachers will conduct make up sessions that were missed and post recorded content sessions.

What should students do if the K12 School (OLS) is interrupted and they cannot access courses?

There are many things' students can work on outside of the K12 School (OLS). K12 School (OLS) interruptions should not mean interruptions in learning!

- Print or save a copy of your course plan/calendar so you can access to see what can be worked on offline
- Complete assignments emailed by teacher

What to do when Class Connect is down, but K12 School (OLS) is working

If Class Connects go down and you miss live sessions but the K12 School (OLS) and your courses are still available, the teacher will make a recording of the missed live session for later viewing once Class Connect is working again. Send your teacher an email that class connect is not working for you. Then, work in your online course and submit assignments.

How to determine when systems are back up and running and Helpful Links to Bookmark

Check the following places for updates on all systems outages, and keep checking back to login about every 30 minutes to see if the affected system is back up and running again:

- Stride Customer Care: http://help.k12.com
- KYVA Facebook: https://www.facebook.com/KentuckyVirtual/

APPENDIX C - LEARNING COACH/STUDENT RESPONSIBILITIES

The following statements are electronically signed by the student's legal guardian at time of enrollment or reregistration:

- I understand that enrollment includes full participation in all state- mandated testing on the required dates and at the assigned location. It is my responsibility to provide transportation for all required testing.
- I understand that I will have the direction and support of a Kentucky certified teacher in implementing the K12 Virtual Schools L.L.C. (Stride K12) curriculum with my student.
- I accept the responsibility to supervise my student in using the K12 Virtual Schools LLC (Stride K12) curriculum. I understand that I am expected to become knowledgeable about the curriculum and the Online School.
- I accept the responsibility to actively participate in the planning, instruction, and assessment of my child using the K12 Virtual Schools LLC (Stride K12) curriculum and the Online School. I understand that I will schedule a minimum of six (6) hours per school day to accomplish this task.
- I understand that there are guidelines and policies regarding daily lesson completion and assignment submission and course level attendance.
- I understand that there are guidelines regarding recording of live-online sessions and that my student(s) are required to participate fully in virtual sessions, including the use of the microphone, camera, and other online tools, as requested.
- I understand that students are expected to complete work in the Online School each regular school day, according to the official school calendar, and that any deviation from this Calendar must be communicated to and approved by my student's advisor.
- I understand that my child and I are required to participate in scheduled conferences with our teacher(s) or advisor. I understand that during these conferences I am expected to have access to all materials and the computer. Scheduled conferences are expected to occur from the primary location that instruction takes place.
- I understand that I must read and respond to emails and phone calls from KYVA staff within 24 hours.

- I understand that if my phone number, address, email, or emergency contacts change that I must inform my homeroom teacher in a timely manner.
- I understand that KYVA students are required to have full-time adult supervision and participation during instruction/learning to be enrolled in the school.
- I understand that KYVA is requesting a one-year commitment.
- I understand that periodic school diagnostic assessments, both online and face-to-face, are a requirement and must be completed within the given timeframe.
- I understand and agree that it is my responsibility to secure an internet service provider that will support a connection that is sufficient for my student to participate in virtual live sessions and access school related video content.
- KYI understand and agree that KYVA is a full-time public school and that my student may not be enrolled in any other full-time public, private or charter school while enrolled in KYVA.
- I understand that learning coach absences are not an excused reason for student absence, and it is my responsibility to create a plan for continued study in KYVA's curriculum if the learning coach is unavailable.
- I understand that it is my responsibility to alert KYVA if my student is currently suspended from school, under a school truancy plan or has court order to attend school for Truancy, Expelled, in the process of an Expulsion Hearing, ineligible to attend classes at their home-based school, or attending Alternative School as part of a probation period.
- I understand that live Class sessions and/or attendance at in-person educational sessions will be required as part of my student(s) learning plan.
- I understand that students identified as at-risk based on current engagement and/or transfer information (such as credit deficiency, excessive absences, or low academic performance) may have additional probationary enrollment monitoring. This program could entail additional daily scheduled live sessions that will be required, as well as completion of assignments by deadline.
- I understand that if my student(s) or I fail to uphold any of the above expectations, that my student(s) may be withdrawn from KYVA.
- I understand that the Kentucky Virtual Academy may take and use photos at school events that may include my student (s) for social media, yearbook, and other purposes. It is my responsibility to contact the school coordinator at each event and notify him or her of our desire not to be photographed.
- I understand that the Kentucky Virtual Academy periodically sends notifications via text message to Parents/Legal Guardians with an Autodialer Tool and if I would like to opt out of these messages, I should send an email to office@kentuckyvirtual.org.

APPENDIX D- STUDENT CODE OF CONDUCT

The classroom is the primary context where students are prepared for adult life through academic discovery and personal challenge.

The following are requirements for all students during live class connect sessions:

1. Attending class on time and being prepared to learn.
2. Actively participating in classroom activities.
3. Speaking only when contributing to the educational flow of activities and respecting others' rights to contribute.
4. Having my camera on during class connect sessions, and using my microphone to speak when requested by the teacher.
5. Completing all daily and homework assignments.
6. Respecting and complying with the directions of teachers and other school personnel.
7. Refraining from activities that distract others or interfere with the ability of the teacher or other school personnel to perform their educational duties and functions, such as having conversations in the Class Connect Chat with students about topics other than what is being taught.
8. Give maximum effort in all classes.

KYVA recognizes its responsibility to give all reasonable support and assistance for the maintenance of discipline while students are enrolled in the program. It is understood that teachers and principals have the authority and responsibility to use reasonable methods to maintain classroom/school control. Parents/Legal Guardians, students and staff should read and become familiar with the school and classroom rules.

Information Related to Disciplinary Actions

1. Classroom Rules: This code does not preempt the use of reasonable classroom rules which teachers find helpful in classroom management. Rules such as requiring students to bring materials to class regularly or to have students raise their hands to be recognized before speaking out in class are examples of reasonable classroom rules.
2. General Discipline Procedures: The principal or designee should counsel with the student regarding the offenses in an attempt to correct the behavior and to prevent its recurrence. A school counselor may be involved if a problem seems to stem from causes deeper and more serious than simple misbehavior. If, in the judgment of the principal or designee, the offense is of a serious or persistent nature, the parent or guardian will be notified. An administrator may seek the help of local authorities (e.g., police, court designated worker) when the safety or best interest of the school is in jeopardy.
3. Reporting Misbehavior: We encourage Parents/Legal Guardians, students and school staff, to report any kind of misbehavior to authorities. That authority may be a teacher, Principal or the Executive Director, starting with the teacher if possible. Reports should be as specific as possible. Students who believe they are victims of

bullying will report such incidents to their principal in writing.

4. Students Receiving Special Education Services: A student receiving special education services or Section 504 accommodations may be disciplined. Additional behavioral interventions, treatment and consequences may be part of the Individual Education Program as determined by the ARC team or the Section 504 accommodations. Decisions related to disciplinary actions for these students, which may include suspension and expulsion for serious offenses, are made in accordance with federal and state regulations and KYVA special education procedures.
5. Disciplinary Options: To correct misbehavior, school administrators and faculty are strongly encouraged to use optional measures short of suspension or expulsion whenever possible.

- Warning
- Notifying the parent of the student's misconduct (by telephone or letter)
- Constructive assignment of projects
- Behavioral contracts
- Conference with parents
- Loss of school privileges

- Counseling and/or evaluation
- Alternative education placement
- Referral to civil authorities
- Administrative hearing
- Referral to the Board of Education for expulsion

Violations of the code of conduct may result in one or more of the following consequences:

1. Safe Physical Restraint and Seclusion: As defined by KRS 09.2212 KYVA employees may use, within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from physical injury; to obtain possession of a weapon or other dangerous object under the control of a student; or to protect property from serious harm. In addition, a teacher may remove a disruptive student from the classroom/event/testing site. If a student is removed from a classroom/event/testing site three times in 30 days, they shall be considered chronically disruptive and may be suspended. A Principal may permanently remove a disruptive student from a classroom and determine the placement of the student, subject to an appeal process.
2. Documentation procedures: Minor behavior will be addressed in the classroom by the classroom teacher and documented in student notes. Three (3) minors documented will result in an escalation to the principal.

Definitions: We have attempted to define more specifically the items below, so students, Parents/Legal Guardians and school personnel may better understand Kentucky Revised Statute 158.150.

Infractions (online or at face-to-face school events)

1. Academic Dishonesty – Including, but not limited to, cheating, copying from another student or plagiarism (taking the ideas or writings of others and presenting them as if they were your own writing or ideas). Inappropriate use of Artificial Intelligence (AI) and/or submitting AI-generated assignments is also considered academic dishonesty.
2. Acts of Disrespect – Any actions initiated by students which display an intentional lack of courteous regard for staff member authority. Examples include repeated talking back, lewd gestures, behavior intended to mock or contemptuous laughter directed toward school staff.
3. Aggressive Misbehavior Toward Any School Employee – Threatening physical contact or actual physical contact of school employees by a student or group of students with the intention of doing bodily harm.
4. Arson - Starting or trying to start a fire in the school environment.
5. Bomb Threat - Making a threat that a bomb has been placed in or is ready to explode on a school property or at a school-sponsored activity.
6. Defiance of Authority – Willfully disobeying a reasonable request of school personnel or school rules.
7. Disorderly Conduct – Acting in a manner which is disruptive to the orderly educational procedure of the school environment or encouraging others to be disruptive, such as unusual noise or behavior that inappropriately draws attention from others.
8. Endangering the Health and/or Welfare of Others – Placing others in a potentially harmful situation.
9. Extortion – Soliciting of money or something of value from another student, despite the amount, in return for protection or in connection with a threat to inflict harm.
10. Non-compliance with Classroom Rules – Disobeying an individual school's or teacher's classroom rules.
11. Other Incorrigible Bad Conduct – As provided for in KRS 158.150 – Student conduct that does not comply with school rules or lawful regulations for the government of schools.
12. Physical Assault – One person or a group physically attacking another person or group.
13. Possession of Dangerous Instruments – Possessing any threatening instrument or reasonable substitute such as, but not limited to, knives, clubs, chains, firecrackers, or box cutters.
14. Possession of Drug Paraphernalia – Possession of equipment or items which can be used to smoke, inhale, ingest, inject, store or process drugs, controlled substances, hallucinogenic materials, or look-alike items.
15. Possession or Use of Alcohol – Using, possessing, being under the influence of, transporting or storing in one's vehicle or on their person, any kind of beverage classified as alcoholic or containing any level of alcohol.
16. Possession or Use of Drugs – Using, possessing, being under the influence of, transporting or storing in one's vehicle or on their person.
17. Possession or Use of Weapons Other than Firearms – Possessing and/or using items such as but not limited to, BB guns, switchblades, taser or brass knuckles. This includes look-alike items.
18. Profanity or Vulgarity – The use of profanity or vulgarity in a physical gesture, verbal gestures or sketches, or written manner. The student must express himself/herself without the use of obscenities, slander or verbal attack.

19. Sexual Behavior – Any behavior of a sexual nature.
20. Sexual Harassment – Any unwelcome behavior of a sexual nature that interferes with the life of the targeted individual(s); it is unsolicited and non-reciprocal. It includes use of sexist terms, vulgar comments or purposeful exposure of body parts, sexual advances, electronic distribution, or possession of sexual or nude photos, unwanted touching, gestures, taunting, sexual graffiti and rumor mongering about someone's sexual identity or activity. Generally, any behavior of a sexual nature that provokes undesirable, uncomfortable feelings in an individual or individuals can be considered harassment.

ACCEPTABLE USE/ONLINE ACCOUNTABILITY

- Posting anonymous messages is not permitted unless authorized by the course's online teacher. Impersonating another person is also strictly prohibited.
- Use your own username and password, and do not share these with anyone.
- Do not interfere with other users' ability to access KYVA or disclose anyone's password to others or allow them to use another user's account. You are responsible for all activity that is associated with your username and password.
- Do change your password(s) frequently, at least once per semester is encouraged.
- Do not publicly post your personal contact information (address and phone number) or anyone else's.
- Do not publicly post any messages that were sent you privately.
- Do not download, transmit or post material that is intended for personal gain or profit, non-KYVA commercial activities, non-KYVA advertising, or politically lobbying on a KYVA owned instructional computing resource.
- Do not use KYVA instructional computing resources to sell or purchase any illegal items or substances.
- Do not upload or post any software on a KYVA instructional computing resources that are not specifically required or approved for your assignments.
- Do not post any MP files (audio or video), compressed videos, or other non-instructional files to any KYVA server.

LIVE CLASS CONNECT VIOLATIONS

- Continued failure to attend and/or participate in required live Class Connect Sessions.
- Improper use of tools and privileges in Class Connect Sessions.
- Failure to follow expected dress code and conduct policies while on camera (ie: not wearing a shirt or smoking).
- Using inappropriate behavior while in class as outlined below.

INAPPROPRIATE BEHAVIOR

Inappropriate behavior includes the following:

- Using rude or demanding language when communicating with your KYVA teacher or staff.
- Insults or attacks of any kind against another person.
- Use of obscene, degrading, or profane language (students or others who may be heard).
- Displaying inappropriate background items that could be considered obscene, degrading, profane, or otherwise offensive to others.

- Harassment (continually posting unwelcome messages to another person) or use of threads.
- Posting material that is obscene or defamatory or which is intended to annoy, harass, or intimate another person. This includes distributing “spam” mail, chain e-mail, viruses, or other intentionally destructive content.